

ADMINISTRATIVE INTERNAL USE ONLYFBIS 1017-85
6 AUG 1985

MEMORANDUM FOR: Deputy Director for Science and Technology

FROM: [REDACTED] STAT
 Director, Foreign Broadcast Information Service

SUBJECT: Recommendation for Quality Step Increase - [REDACTED] STAT
 [REDACTED], Publications Officer, GS-10

1. This is to recommend that [REDACTED] chief of the Publications Staff in the Analysis Group of FBIS, be given a Quality Step Increase for sustained excellence in the performance of her duties. STAT

2. The initiative, enterprise, and devotion to duty which [REDACTED] has demonstrated since she assumed her present position STAT almost 2 years ago give concrete expression to what it means to be a professional. From the outset, she played a key role in instituting a new production process which has enabled the Analysis Group to use the Agency's computerized printing system to produce much more finished-looking and readable reports. Particularly impressive has been the effective way in which she has worked with Printing & Photography Division, OL, a task requiring an unusual mixture of diplomacy and tenaciousness, maturity, and persistence.

3. [REDACTED] also merits special recognition for her important help STAT in introducing and administering FBIS' new word-processing system. Far from being intimidated by high tech, she has been quick not only to understand the many possibilities for direct application in our work, but also to anticipate potential problems (on more than one occasion preventing serious missteps that would have been costly and time-consuming to undo).

4. It is a happy coincidence that the results of [REDACTED] STAT professionalism find expression in our finished product at a time when it is getting increased exposure at high levels of the policymaking community.

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The Quality Step Increase is an appropriate form of recognition of her consistently exemplary performance in the kind of job that would tax the ability and ingenuity of many production officers several ranks senior in grade.



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APPROVED:

Deputy Director for Science and Technology

Date

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